

# The Township of Huron-Kinloss

## POSITION DESCRIPTION

Position Title: Auxiliary Fire Fighter (Recruit Intern)			
Reports to:	Fire Chief	Last Revision Date	January 01, 2021
Department:	Huron-Kinloss Fire and Emergency Services	Positions Supervised:	None
Position Status:	Casual	Job Grade:	N/A
<b>Nature and Scope of Position:</b>			
<p>Auxiliary Firefighters are Firefighters that are newly recruited and are intern to the NFPA 1001 Firefighter Training and Certification programs. Auxiliary Firefighters may be responsible for responding to fires, accidents and other emergency incidents within the Township where risks are posed to life and property under the strict supervision of a Fire Department Officer while in training. A high degree of responsibility for the protection of lives and property is involved. This is an operational emergency service position working within scope of the Core Services of the Fire Department. This position requires the established policies and objectives of the fire department be met. Work is performed under the general direction of the Fire Chief.</p>			
<b>Key Result Areas</b>	<b>Major Responsibilities</b>	<b>Success Indicators</b>	
Delivery of Programs & Services	<ul style="list-style-type: none"> <li>Respond to suppression and emergency call-outs in accordance with Standard Operating Procedures, and in circumstances of extreme weather and temperature conditions. Duties on scene may include, but are not limited, to the following :</li> <li>Wearing self-contained breathing apparatus in confined spaces; Strenuous physical activity; Lift, carry and set-up of equipment and materials on scene;</li> <li>Operation of pressure pumps and hoses;</li> </ul>	<ul style="list-style-type: none"> <li>Established policy and guidelines are followed</li> <li>Sufficient supporting documents completed with respect to Fire Department incidents.</li> <li>Equipment and tools are consistently found to be in good working order and in a state of operational readiness at all times.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Crawling, climbing, carry/climb ladders; Operation of rescue equipment;</li> <li>• Performs salvage and ventilation work at fire and emergency scenes;</li> <li>• Potential exposure to extremely dangerous physical hazards, entering burning or contaminated buildings, structures and areas to perform rescues or to fight fires, wearing required clothing and safety equipment;</li> <li>• Provides first response medical assistance to the injured;</li> <li>• Participate in regular and external training programs to ensure currency within established policy and procedures;</li> <li>• Operate in a team environment under the direction of Fire Officers;</li> <li>• Work in accordance with established policies, operational guidelines, Occupational Health and Safety Act;</li> <li>• Carry out supportive roles on scene as directed by Fire Officers;</li> <li>• Perform Hall duties, washing trucks and equipment, ensuring that equipment is in a state of readiness for response, cleaning and maintaining gear;</li> <li>• Participate in promotional and community events, as assigned, acting as ambassadors of the Fire Service;</li> <li>• Other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent display of competency in relation to Job Performance Requirements by Firefighters</li> <li>• Consistent attendance and participation in regular and external training initiatives.</li> <li>• Core Services are consistently provided in a timely and fair manner within the community.</li> </ul>
<p>Leadership and Departmental Management</p>	<ul style="list-style-type: none"> <li>• Ensure self-compliance with departmental operating guidelines and training standards;</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory regulations are followed</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure that they are operating in a safe manner consistent with established procedures and accepted firefighting methods;</li> <li>• Accountability – acknowledge and take responsibility for our actions, decisions and policy/procedure/SOG compliance.</li> <li>• Integrity – practice high standards of ethical behavior and open communication that inspires trust and progressive thinking.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective policies and procedures are in place</li> <li>• Demonstrates commitment to the values and principles of the organization</li> <li>• Fire ground operational priorities are properly identified and are conducted in a safe, tactical and objective manner.</li> <li>• NFPA Standards based and all other applicable training program(s) are accepted and adhered to.</li> </ul>
Administrative	<ul style="list-style-type: none"> <li>• Ensures maintenance for vehicles, equipment and fire stations is documented and completed as required;</li> <li>• Reports deficiencies to the District Chiefs and/or Fire Captains;</li> <li>• Maintains self-discipline;</li> <li>• Prepares appropriate reports for incidents as required;</li> <li>• Performs other related tasks as directed;</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment and vehicles are inspected and documented accordingly upon the completion of each use or incident</li> <li>• Documentation is submitted to the Fire Chief completed, accurate and in a in timely fashion</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Foster effective, respectful communication within the department;</li> <li>• Respect – delivers an environment of fairness where people are valued and treated with dignity.</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures</li> </ul>

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<p>Public Relations/Customer Service</p>	<ul style="list-style-type: none"> <li>• Service – strive to meet community needs and achieve high-quality results through participation, innovation and creativity.</li> <li>• Liaison with law enforcement agencies, other fire departments, utility companies, contractors, service personnel, ambulance, municipal employees, elected officials and general public to maintain universal support,</li> </ul>	<ul style="list-style-type: none"> <li>• Responds to internal and external inquiries in a timely and professional manner</li> <li>• Maintains a professional working relationship with all external partners</li> </ul>
<p>Occupational Health and Safety</p>	<ul style="list-style-type: none"> <li>• Sound understanding of and ability to consistently apply Occupational Health and Safety related legislation, programs, policies, procedures, principles and practices</li> <li>• Foster a safety conscious workplace environment and culture</li> <li>• Ensure compliance with all applicable Fire Service Occupational Health and Safety Regulations, Codes and Standards (NFPA 1500)</li> <li>• Awareness of the Ontario Fire Service Occupational Health and Safety Section 21 Guidance Notes (Guidelines)</li> <li>• Responsible to identify risks and exposures and to mitigate or resolve all risk through diligence and appropriate decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to corporate and departmental policies and procedures, Provincial Legislation, Fire Service Standards and Safety Guidelines.</li> <li>• General and Fire Ground safety risks are identified, reported, reduced and managed in an appropriate fashion</li> </ul>
<p>Other related duties as assigned.</p>		

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## Qualifications

### **Education/Qualifications:**

Must have, or be willing to work towards obtaining within a reasonable amount of time acceptable to the Fire Chief:

Required Qualifications to advance to rank of Firefighter:

- NFPA 1001 - Fire Fighter Level I & II (Incl. NFPA 472 Hazmat Awareness and Operations)
- NFPA 1006 – Vehicle machinery Rescue Technician Level 1
- Standard First Aid and CPR Level “C” w/ AED or Medical First Responder
- Successful completion of a criminal record check
- Valid Ontario Class G Driver’s License with satisfactory drivers abstract (must be upgraded to a Class “D” with “Z” Airbrake endorsement within 24 months of date of hire).
- Residence within the assigned Fire Department Catchment Area

Note: All NFPA standards shall be third party accreditation from PROBOARD (National Board on Fire Service Professional Qualifications) or IFSAC (International Fire Service Accreditation Congress).

### **Experience:**

- Possess and maintain the physical strength and agility necessary to perform arduous work, and to competently operate firefighting/rescue equipment, and safety equipment, under all types of adverse conditions, for prolonged periods, lifting up to 30 kgs or more in this physically demanding environment
- Must have a good attitude and the ability to support and project values compatible with the organization
- Current First Aid/CPR certification would be an asset
- Previous related experience and/or training is an asset
- Demonstrated ability to maintain a high degree of confidentiality at all times
- Effective oral communication and strong interpersonal skills to deal with members of the public, and staff
- Good written communication skills

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- Good knowledge of the Municipality and surrounding areas protected by, or through, agreement

## **Skills:**

- Ability to develop and maintain collaborative working relationships with effective conflict resolution skills
- Ability to exercise discretion and tact and to react calmly and quickly in emergency situations
- Ability and willingness to attend required training, and to perform learned tasks and techniques used in extinguishing and prevention of fire; and in rescue operations
- Ability to consistently apply Occupational Health and Safety related legislation, programs, policies, procedures and practices
- Ability to build and maintain effective working relationship with staff at all levels in (and external to) the Department.
- Ability to work well as a part of a team and to bring energy and passion to the work.

## **Physical Effort & Working Conditions**

- Work regularly involves direct contact with the public, elected officials, other levels of government, residents or staff, often in emergent and stressful circumstances to provide the Core Services of the Ripley-Huron Fire Department
- May be exposed to physical hazards and demands, which may involve risk of personal injury or loss of life.
- Exposure to dirt, fumes, fire, smoke, chemicals and inclement weather may occur when attending to an emergency
- May be called to perform duties at any time of day or night and must do so in a safe manner in often hazardous conditions and areas